

## SURPLUS OR TRANSFER OF AN ASSET FORM

To: Supervisor and Town Board

Department Head: Rick Kenealy

Prepared By: Marianne Lamb

Date: 9/2/2025

I request permission to surplus the following assets which are no longer of any use to my department.  
Proposed disposition (recycle, transfer, auction) of the assets are listed.

<u>ITEM</u>	<u>ASSET TAG #</u>	<u>DISPOSITION</u> (recycle, transfer, auction)
2013 Ford Van E260	# 5190	Scrap - accident

Department Head Signature: 

Date of Town Board Approval: \_\_\_\_\_

Once approved by the Town Board, please complete a Deletion/Transfer Form.  
For Vehicles and Equipment complete a Vehicle/Motorized Equipment Form.  
Send completed form to the Finance Director.